

## **DIVERSITY COUNCIL MINUTES: JANUARY 8, 2009**

*The regular monthly meeting of the Diversity Council was held on Thursday, January 8, 2009, in the Knudsen Training Room, located on the first floor of the Jessie Parker Building in Des Moines, Iowa. The meeting was called to order at 2:30 p.m.*

### **MEMBERS PRESENT**

Nancy Berggren, Department of Administrative Services – Human Resources Enterprise (DAS-HRE)  
Preston Daniels, Employee and Family Resources, Chair  
Renee Hardman, Bankers Trust, Co-Chair  
Shirley Hicks, Iowa School for the Deaf, Retired  
Robin Jenkins, DAS-HRE  
Miguel Moreno, Department of Transportation  
Alba Perez, Greater Des Moines Partnership  
Walter Reed, Jr., Department of Human Rights (DHR)  
Ralph Rosenberg, Iowa Civil Rights Commission (ICRC)  
Miriam Tyson, Iowa Department of Economic Development (IDED)  
Dinh VanLo, Tai Village, Inc.  
Ray Walton, Department of Administrative Services (DAS)

### **DESIGNEE**

Barb McClannahan, Iowa Vocational Rehabilitation Services (IVRS), for Stephen Wooderson, IVRS

### **MEMBERS ABSENT**

Reginald Jackson, Wells Fargo Bank, N.A.  
Jim Larew, Governor's Office  
Jonathan Thorup, Department of Public Safety  
Stephen Wooderson, IVRS

### **OTHER ATTENDEES**

Judy Akre, DAS-HRE  
Cyndi Chen, DHR, Commission on the Status of Iowans of Asian and Pacific Islander Heritage  
Susan Churchill, DAS-HRE, responsible for taking meeting minutes  
Beverly Couch, IDED  
Joe Ellis, DAS-HRE  
Renaldo Ellis, Concerned Citizen  
Katie Ervin Carlson, Concerned Citizen  
Syeta Glanton, Governor's Office  
Tomika Greene, DAS-HRE  
Susan Hardine, Deaf Action Center, Interpreter for Shirley Hicks  
Senta Hawkins, DAS-HRE  
Sandy Henderson, Department of Human Services  
Mary Ann Hills, DAS-HRE

Tereasa Jefferson, Iowa Workforce Development (IWD)  
Julia Kim, Attorney General's Office  
Russell Lovell, National Association for the Advancement of Colored People (NAACP)  
Minnie Mallard, Department of Elder Affairs  
Matt Oetker, Attorney General's Office  
Chris Robinson, Department of Natural Resources  
Donna Scarfe, Deaf Action Center, Interpreter for Shirley Hicks  
Bev Schmeling, IVRS  
Barb Tapscott, IWD  
Jeff Thompson, Attorney General's Office  
Bill West, DAS-HRE  
Bryan Wood, Concerned Citizen  
*Others may have been present who did not sign in.*

## AGENDA ITEMS

- I. Opening Remarks – Preston Daniels.
- II. Review and Approval of Minutes of November 20, 2008.
  - A. No corrections or additions.
  - B. Minutes approved.
- III. New Business – The Council had no New Business to Discuss.
- IV. Overview of the State of Iowa's Applicant Flow Data (Fiscal Year 2007 – 2008) – Jeff Thompson, Attorney General's Office.
  - A. As background information, discussed the April 2007 report of CPS Human Resource Services, an independent Consulting Services Group, who analyzed the overall hiring practices of the State.
  - B. After receiving the CPS report, the State reviewed its three-step hiring process.
    1. Step 1: Referral (Department of Administrative Services)
    2. Step 2: Interview (Hiring Agency)
    3. Step 3: Hire (Hiring Agency)
  - C. The State does not have a central hiring authority.
  - D. The review of hiring practices shows inter-agency variability, which suggests that any disparity between minorities and non-minorities in the hiring process is not a statewide problem.
  - E. The State concluded that it should focus on *agency-specific* hiring practices, as the problem does not appear to be statewide.
- V. Discussion of the NAACP Report of September 13, 2007: "Recommendations on State Government Employment" – Russell Lovell, NAACP.
  - A. Russell Lovell believes that the State's Affirmative Action Report should use statistics from applicant flow data rather than census data.
    1. The census data reports that 1.6% of Iowans are African-American.
    2. According to Russell Lovell, the actual number of African-Americans in Iowa is closer to 6%.
  - B. Russell Lovell pointed out that the Supreme Court ruled that there can be discrimination without intent; therefore, he made the following suggestions for "urgent action":
    1. Use applicant flow data instead of census data as a baseline.
    2. When underutilization exists, mandate that hiring agencies:

- a. Interview African-American candidates.
  - b. Fill out a hiring justification form if it does not hire a qualified African-American candidate.
3. Establish accountability at the top by making targeted recruitment a factor in Department Directors' performance evaluations.

#### VI. Subcommittee Reports

- A. Persons with Disabilities Subcommittee – Barb McClannahan, Iowa Vocational Rehabilitation Services (IVRS), spoke on behalf of the Subcommittee.
  1. Governor Culver's Executive Order Four (EO4) mandates, "Each agency will work with Iowa Vocational Rehabilitation Services to determine ways to increase employment of persons with disabilities."
  2. After reviewing the training courses and resources currently offered by the State, the Subcommittee concluded that additional training opportunities are needed to specifically address EO4.
  3. The Subcommittee made five recommendations:
    - a. Create a course addressing the topic, *The Untapped Resource – Hiring and Retaining Employees with Disabilities*.
    - b. Require all new managers and supervisors to attend the above training.
    - c. Develop webinar opportunities for managers and supervisors to refresh their skills and knowledge about having a disability-friendly workplace.
    - d. Address ways to communicate information about resources to aid managers and supervisors in recruitment and retention of persons with disabilities.
    - e. Address the following as part of the planning process:
      - 1). Cost of participation
      - 2). Accessibility
      - 3). Cost of accommodations and assistive technology
- B. Referral System – Bill West spoke on behalf of the Subcommittee.
  1. Referral of job applicants is mandated in Executive Order Four.
  2. The Subcommittee's basic plan is to have recruitment coordinators at the agency level recommend persons to DAS, which would then use BrassRing to manage the list within DAS.
  3. The Subcommittee is close to having a final report to present to the Council.

#### VII. Discussion on How to Increase Awareness of the Diversity Council – Due to time constraints, the Council will discuss this topic at the February meeting.

#### VIII. Discuss the Direction of the Council for 2009 – Preston Daniels formed a subcommittee to discuss this issue and report back to the full Council in February.

- A. Subcommittee members:
  1. Miriam Tyson, Chair
  2. Ralph Rosenberg
  3. Alba Perez
  4. Renee Hardman
- B. Questions for the Subcommittee to address:
  1. What has the Council observed over the past year?
  2. What are areas of concern?
  3. What should be the Council's priorities for 2009?

- IX. Public Comment – Minnie Mallard, Department of Elder Affairs, provided four articles to Council Members about diversity issues as “food for thought.”

#### **AGENDA ITEMS FOR NEXT MEETING**

- I. New Business
- II. Discuss Status of Council's Work for 2009
- III. Subcommittee Reports
- IV. Discuss How to Increase Awareness of the Diversity Council
- V. Public Comment

#### **ADJOURNMENT**

Meeting adjourned at approximately 4:35 p.m. The next regular meeting will be held on Thursday, February 12, from 2:30 p.m. – 4:30 p.m. in the Knudsen Training Room, located on the first floor of the Jessie Parker Building, 510 East 12<sup>th</sup> Street, Des Moines, IA.